

FORM - C

INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached as your petition, or you may submit your own petition if it is identical to the form provided by the Lieutenant Governor's Office. In either case, all forms must be typed. Forms can be xeroxed.

SUBMIT THE FOLLOWING FOR A CHANGE OF NAME:

- 1) The **PETITION**, one (1) original only, within 30 days of the notarized signature. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files. (Original will NOT be returned).
- 2) The **NOTICE OF CHANGE OF NAME**, one (1) original only.
- 3) The **ORDER**, one (1) original, plus five (5) copies.
- 4) A **certified copy** of your original birth certificate not older than 90 days prior to submission, original Naturalization Certificate or alien registration card.
- 5) One (1) **FACT SHEET**.
- 6) Copy of a prior name change decree, adoption decree, guardianship documents, marriage certificate, divorce decree, **and/or** paternity documents when applicable.
- 7) **Filing fee**. Money order or check made payable to the "Office of the Lieutenant Governor" in the amount of \$100.00. Cash is accepted when you hand carry your documents.

A PETITION CONTAINING TYPOGRAPHICAL ERRORS, MISSING INFORMATION OR OTHERWISE NOT IN CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT BE ACCEPTED FOR PROCESSING.

The first thing you must do in order to legally change your name is to type in the information requested in the **PETITION**. Make sure that you fill in all the information requested. Detailed instructions are provided as follows:

- (1) This is the official heading. You type in your **full, legal name** of each parent, one on each line. Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of." **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**

- (2) Type your full name of each parent just as they appear in the heading.
- (3) Type in all the information requested for each parent. Put each Petitioner's father's full name and mother's first name and maiden name.
- (4) Type in the child's date of birth, the child's place of birth, and the name of the child as it appears in the heading.
- (5) Type the child's name exactly as you want it to appear after it is changed.
- (6) Type in Petitioner's state of residence and current address. If Petitioners live at different addresses, type both addresses and identify as "mother's" and "father's."
- (7) Type the child's name as it appears in the heading and then the name as you want it to be after it is changed.
- (8) Type the date in the first blank. Make sure you **date the petition here either at the time you have it notarized, or before you have it notarized, because if you date it after the date is notarized it will not be processed.** Type the name of the city in the second blank.
- (9) Sign the petition in black ink, exactly as it is typed in the heading. Do not use initials or nicknames in the signature.
- (10) Type in both parent names in the spaces provided.
- (11) Sign the petition in black ink in front of the notary. Do not use initials or nicknames, sign your full, legal name. The notary will complete his/her portion of this page.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **NOTICE OF CHANGE OF NAME.** Type in the full, legal name of each parent, one on each line after "In the Matter of the Petition of". Type the child's full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after "for and on behalf of". Type the full name of each parent just as they appear on the Birth Certificate and as you want it to appear after it is changed. Finally, type the name of the newspaper which will publish the name change legal ad (one day only).

Submit one (1) original of NOTICE OF CHANGE OF NAME, copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. Failure to publish within the time required automatically voids the petition for change of name.

The newspaper will mail an AFFIDAVIT of publication to our office within two weeks and a copy of the AFFIDAVIT to you for you files. If we do not receive an AFFIDAVIT from the newspaper, we will assume that you did not have the change of name published and your Petition will be voided at the end of sixty (60) days. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

- 2) **ORDER.** Type in petitioners name, address and phone number in the space below “After Recordation”. Type in the full, legal name of each parent, one on each line after “In the Matter of the Petition of.” Type the child’s full name exactly as it appears on the birth certificate (unless it has been legally changed) in the space after “for and on behalf of”. Type the child’s name exactly as it appears in the heading, and then the name you want it to be after it is changed. We will fill in the dates of publication. Submit one (1) original and five (5) copies of the **ORDER** to our office along with the **PETITION**.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574-6b).

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.

Mail the documents to:

Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

For additional information, call 586-0255.

REMINDER/CHECK OFF LIST

REMINDERS

- _____ The name of the Lieutenant Governor is Mazie K. Hirono.
- _____ Petitions with liquid paper corrections must be initialed by the notary.
- _____ Xerox at least (2) copies of the notarized copy of the petition (please retain these copies for your files).
- _____ Signature in FULL (first, middle & last names). DID YOU SIGN YOUR NAME ON BOTH (2) SIGNATURE LINES BEFORE A NOTARY?

CHECK OFF LIST

Please be sure that the following items are included when submitting the name change documents to the Lieutenant Governor's Office.

- _____ **Birth Certificate** (original, certified, not older than 90 days prior to submission). Foreign birth certificates must be translated into English, Original Naturalization Certificate or alien registration card.
- _____ **Petition** (original) that has been notarized no longer than 30 days prior to submission. Make two (2) copies of the petition after it has been notarized. Retain a copy for your files.
- _____ **Fact Sheet.**
- _____ **Orders** (original plus five (5) copies).
- _____ **Notice of Change of Name.**
- _____ **Filing fee.** Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$100.00. Cash is accepted when you hand carry your documents.
- _____ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (xeroxed copies acceptable).
- _____ Consent form, if applicable.

NOTE

In order to prevent these documents from being sent back to you for corrections, please proof-read and check the documents for accuracy before you send it to our office. (7/97)

FACT SHEET

(INFORMATION REGARDING THE MOTHER OF MINOR CHILD)

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

2. What is the name on your Certificate of Naturalization? What is the No? Dated

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

<u>Married to</u>	<u>Date of Marriage</u>	<u>Place of Marriage</u>
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<u>Divorced From</u>	<u>Date of Divorce</u>	<u>Place of Divorce</u>
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6. List the names, date and place of birth of all your living children:

<u>Name</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
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7. What is the reason for legalizing this name change?

8. I (**Minor Child**) was born in the State of Hawaii, and wish to have the name on my birth certificate amended in the following way:

First Name

Middle Name

Last Name

LAND COURT	REGULAR SYSTEM
AFTER RECORDATION, RETURN BY MAIL ()	PICKUP ():

STATE OF HAWAII

ORDER

ORDER

The Notice of Change of Name of _____ having
been published on _____ in a newspaper of general circulation in the State of Hawaii,
I, Mazie K. Hirono, Lieutenant Governor of the State of Hawaii, by virtue of the authority vested in me
by law and thereunto enabling, do hereby order that the name of _____
be changed to _____ effective _____.

Dated: Honolulu, Hawaii: _____

MAZIE K. HIRONO
Lieutenant Governor of the State of Hawaii

AFTER PUBLICATION, RETURN TO:

Name

Address

City, State, Zip Code

Return by: Mail (x)

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition

)

)

of

)

)

_____))

)

and

)

)

_____))

)

for and on behalf of

)

)

_____))

a minor,

)

For Change of Name

)

NOTICE OF CHANGE OF NAME

Upon consideration of the Petition of _____ and

_____, and there appearing to me to be good reasons for granting the
same:

NOW, THEREFORE, by virtue of the authority vested in me by law and thereunto
enabling, I, Mazie K. Hirono, Lieutenant Governor of the State of Hawaii, do hereby give public notice
that the name of _____ shall be changed to
_____ upon a single publication in the _____, a newspaper
(name of newspaper)
of general circulation in the State of Hawaii, published at _____, Hawaii.

DATED: Honolulu, Hawaii _____

MAZIE K. HIRONO

Lieutenant Governor of the State of Hawaii (7/97)

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

OF THE STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)
(1) _____)
)
 and)
)
 _____)
)
 for and on behalf of)
)
 _____)
 a minor,)
)
 For Change of Name _____)

PETITION

TO THE HONORABLE MAZIE K. HIRONO, LIEUTENANT GOVERNOR OF THE
STATE OF HAWAII:

(2) COMES NOW _____ and
_____ your Petitioners herein, and respectfully pray that an order
be entered herein changing the name of their minor child and in support thereof represent as follows:

I.

(3) That your Petitioner is _____;

date of birth is _____;

(petitioner)

place of birth is _____;

(petitioner)

father's name is _____;

(petitioner) (Name as shown on birth certificate)

mother's maiden name is _____;

(First)

(Middle)

(Surname)

II.

That your Petitioner is _____;
date of birth is _____;
(petitioner)
place of birth is _____;
(petitioner)
father's name is _____;
(petitioner) (Name as shown on birth certificate)
mother's maiden name is _____;
(First) (Middle) (Surname)

III.

(4) That your Petitioners are parents of the minor child herein, born on
_____ at _____.
The name on the minor's birth certificate is _____.

IV.

(5) That your Petitioners are now requesting that they be permitted to change the name of their
minor child to _____,
for the following reason: _____

V.

(6) That your Petitioner is a resident of the State of _____
and their current residence address is _____
_____.

(7) their minor child from _____,
to _____.

(9) _____
Petitioner (Mother of Minor)

STATE OF HAWAII)
)
COUNTY OF _____) SS.
(Honolulu, Hawaii, Maui, Kauai)

That they are the Petitioners herein, that they have read the foregoing Petition, know the contents thereof, and that the same are true to the best of their knowledge.

Petitioner (Father of Minor)

My Commission expires: _____

name.

CONSENT TO CHANGE OF NAME

I, _____, whose parents (Petitioners) are
_____ and _____
presently residing at _____,
do hereby consent to having my name changed from _____
to _____.

DATED: _____

Signature of Minor

Signature of Petitioner (Mother)

Signature of Petitioner (Father)

FOR YOUR INFORMATION

Regarding the first page of the **P E T I T I O N**

I.

(3) That your Petitioner is _____;

date of birth is _____;

(petitioner)

place of birth is _____;

(petitioner)

father's name is _____;

(petitioner) (Name as shown on birth certificate)

mother's maiden name is _____;

(First)

(Middle)

(Surname)

PETITIONER'S PARENTS (not minor's parents)

II.

That your Petitioner is _____;

date of birth is _____;

(petitioner)

place of birth is _____;

(petitioner)

father's name is _____;

(petitioner) (Name as shown on birth certificate)

mother's maiden name is _____;

(First)

(Middle)

(Surname)

PETITIONER'S PARENTS (not minor's parents)